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is for reference purposes only.**

# Justice Bulletin

**Montana Board of Crime Control**

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*A Publication of the Montana Board of Crime Control 3075 N. Montana, PO 201408 Helena, MT 59620-1408  
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## **Request for Proposals (RFP)**

### **#07-06(U) Enforcing Underage Drinking Laws (EUDL)**

#### **CONTINUATION GRANT – ONLY**

**All subgrantees must register on-line by December 29, 2006**

**Go to [www.mbcc.mt.gov](http://www.mbcc.mt.gov) and select Grants, then On-line Application to register**

**Proposal Deadline: February 28, 2007**

**Application must be submitted electronically to MBCC no later than February 28, 2007 by 5 pm.**

**Project Dates: July 1, 2007 to June 30, 2008**

## **I. Introduction**

The Montana Board of Crime Control (MBCC) is soliciting proposals to implement the Federal Enforcing Underage Drinking Laws program. Funding for this program comes from the Office of Juvenile Justice and Delinquency Prevention of the Federal Department of Justice. The purpose of the program is enforcement of underage drinking laws and to provide funding for coordinated community responses to the reduction of youth alcohol access. Approximately \$332,500 will be available. The total eligibility period is 12 months depending on availability of federal funds (possible continuation for an additional 36 months depending on availability of federal funds). Applications for continuation funding must be submitted annually. (**Note:** Funds may not be actually available for local projects on July 1<sup>st</sup> because of the federal distribution schedule. You must plan for that contingency.)

## **II. Eligibility**

Eligible applicants include law enforcement agencies, DUI Task Force, tribal governments, units of local governments, and non-profit organizations.

**Private Non-Profit Agencies Must Document Their IRS 501-3C Non-Profit Status.**

## **III. Purpose of Funds**

The goal of this initiative is to support and enhance statewide efforts, in cooperation with local jurisdictions, to enforce laws prohibiting the sale of alcoholic beverages to minors, and the purchase and consumption of alcoholic beverages by minors, through increased law enforcement/youth task forces, public advertising, media campaigns, education, training on alcohol sales, and innovative programs that combat underage drinking.

**For the purposes of this program, minors are defined as individuals under 21 years of age.**

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### **Allowable Activities:**

Reduce third party sales by increasing enforcement of current laws regarding sales to minors (Law Enforcement -compliance checks);

Public advertising programs to educate establishments about statutory prohibitions and sanctions (Coalitions/Community Groups/Alcohol Task Force to educate public); and

Innovative programs to prevent and combat underage drinking (such as: Shoulder Taps, Party Patrol/Rolling Parties, Saturation Patrols, Keg Registration, and Alcohol Retail Sales Education/Training).

### **STATEWIDE STRATEGY:**

#### **Priority Projects:**

The following priorities were established for funding with the EUDL block grant:

- Successful applicants for Enforcing Underage Drinking Laws funding must demonstrate collaboration within their community;
- Evidence of this collaboration may be in the form of a Letter of Support (LOS) or Memorandum of Understanding (MOU). LOS or MOU must specifically cite what kind of support/service is being offered such as office space, volunteer time, participation in planning or other appropriate services.
- Comprehensive projects that involve more than one strategy for the reduction of consumption of alcohol by youth;
- Perform reasonable number of compliance checks; and
- Projects with evaluation plans that are the basis for quarterly reporting

### **Goal**

To support and enhance statewide efforts, in cooperation with local jurisdictions, to enforce laws prohibiting the sale of alcoholic beverages to minors, and the purchase and consumption of alcoholic beverages by minors, through increased law enforcement/youth task forces, public advertising, media campaigns, education, training on alcohol sales, and innovative programs that combat underage drinking.

**Objective 1: To involve youth in local law enforcement activities, youth statewide task force, and community coalitions in reducing sales of alcoholic beverages to minors by June 30, 2008.**

**Implementation of Objective 1:** Through local law enforcement and prosecutorial agencies to target establishments suspected of a pattern of violations of State laws governing the sale

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and consumption of alcohol by minors. Communities will implement and/or maintain within their respective communities a group, coalition, or local task force in the prevention of underage drinking program. Each community will include minimum of one youth to be an active participant in compliance checks and in the statewide youth task force prevention of underage drinking program. Within local communities partnerships have developed with the following agencies or coalitions to promote enforcement and education of underage drinking laws: Local Police Departments or County Sheriff's Offices-the enforcement component, Safe Kids/Safe Communities and DUI Task Forces which are subgrantees of Montana Department of Transportation-Safety Division, State Approved Chemical Dependency Treatment Programs/Prevention Specialist which are contracted (using SAMSHA funding) through the Addictive and Mental Disorder Division-Montana Department of Public Health and Human Services, and other local coalitions that partner with the above agencies.

### **Federal Required Performance Measures Objective #1:**

Number of youth involved with law enforcement on underage drinking operations.

Number of youth actively involved in subgrantee/coalition activities or underage drinking prevention. Active involvement includes, but is not limited to, participation in compliance checks, a task force, board of directors, committee, or subcommittee.

Number of agencies involved in task force activities.

Objective 2: To educate establishments, youth, and the public about statutory prohibitions, sanctions, and health consequences of underage drinking in the local communities by June 30, 2008.

### **Implementation of Objective 2:**

In addition to educating alcohol establishments, the subgrantees along with youth involvement, and their respective partners educate youth, parents, and the public through local media/advertising programs using billboards, radio, television, brochures, classroom presentations, and any other means, to inform the public on underage drinking health and legal consequences, to promote the reduction of underage drinking.

Educating alcohol establishments using the Department of Revenues (DOR) "Let's Control It" curriculum through the partnerships of the following agencies in presenting the information: Local Police Departments or County Sheriff's Offices-the enforcement component, Safe Kids/Safe Communities (SKSC) and DUI Task Forces which are subgrantees of Montana Department of Transportation (MDT) - Safety Division, State Approved Chemical Dependency Treatment Programs/Prevention Specialist which are contracted (using SAMSHA funding) through the Addictive and Mental Disorder Division (AMDD) - Montana Department of Public Health and Human Services (MTDPHHS), and other local coalitions that partner with the above agencies.

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### **Federal Required Performance Measures Objective #2:**

Number of local community coalitions (along with subgrantee) involved in the statewide and local underage drinking media campaign.

Number of local underage drinking media campaigns aimed at adults.

Number of local underage drinking media campaign aimed at youth.

Number and type of earned media (press releases, letters to the editors, interviews for radio and television, op-ed articles, articles published in printed media, and press conferences) generated by EUDL grant.

Objective 3: To implement innovative programs to prevent and combat underage purchasing of alcoholic beverages and consumption of alcoholic beverages in the local communities by June 30, 2008.

### **Implementation of Objective 3:**

Innovative programs include merchant training (see objective 2 for partners), using local law enforcement to perform party patrol locating underage drinking parties, local law enforcement performing alcohol establishment walkthroughs checking IDs for underage drinkers, training at the National Conference for subgrantees, youth statewide task force, coalition members, and any other activity to promote the reduction of underage drinking and education of the health/legal consequences from underage drinking.

Note: The Department of Revenue-Liquor Division provides merchant training curriculum “Let’s Control It” statewide. As a result of the partnerships among the different agencies MBCC, MDT and AMDD-MTDPHHS met with DOR and agreed to be consistent in the curriculum being presented statewide to alcohol establishments and adopt the “Let’s Control It” curriculum. The Department of Revenue issues certificates to participants after completion of the course. Department of Revenue assists in training the above agencies subgrantees when requested, and approves all presentations to make sure it follows the “Let’s Control It” curriculum.

Note: If subgrantee performs Alcohol Merchant Retail Sales Training, subgrantee must use approved Department of Revenues curriculum. If you need your training approved contact Jason Wood–Unit Supervisor, Liquor Licensing, Department of Revenue 406-444-0711.

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### **Federal Required Performance Measures Objective #3:**

Number of underage drinking enforcement activity that is not currently being implemented at the community level.

Number of subgrantee personnel and youth who attended the National Leadership Conference relating to Prevention of Underage Drinking.

Number of compliance checks performed by subgrantees versus the percent of Alcohol Retailer's in compliance with the law.

Number of Alcohol Establishment Walkthroughs performed by subgrantees and ID's checked versus number of underage drinkers.

Number of Party Patrols performed versus number of party incidents reported or located.

Number of MIP citations issued by subgrantees local law enforcement.

Number of training seminars for alcohol merchants including number of participates. ( If you partner with other community coalitions/entities to perform this activity you must include the data in report.)

Number of training seminars to law enforcement officers on how to perform compliance checks and related underage drinking activities. (Specific to subgrantee performing the training).

Number of subgrantees that incorporate innovative data gathering or evaluation component to their underage drinking enforcement operations.

Note: Refer to Subgrant Application Guidelines Section 4-Project Narrative, F. Evaluation and Internal Assessment.

#### **IV. Needs Assessment**

Applicant must include in their needs assessment the following information:

- a. The area being served (i.e. town, city, 30 mile radius of a city, county, or multiple counties).
- b. Approximation of youth population targeted in area being served.
- c. The number of alcohol licenses issued in the area being served. Break out by bars/alcohol establishments, restaurants that serve alcohol, liquor stores, grocery stores, and beer distributors.
- d. Approximate number of Minor In Possession citations issued in the last current year (July 1, 2005 through June 30, 2006) for the area being served.

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- e. Approximate number of Minor In Possession convictions in the last current year (July 1, 2005 through June 30, 2006) for the area being served.
- f. You may reference data from the 2006 Prevention Needs Assessment Survey or 2005 Youth Risk Behavior Survey for **your community data only**, not statewide.

### **V. Late Applications**

- 1. New/Continuation project applications that are received past the due date will not be considered during the current cycle.
- 2. The first late submittal for continuation project applications will require appearance before the Application Review Committee of the Board of Crime Control to request consideration. The second late submittal requires the application be returned and not considered during the current cycle.

### **VI. Match**

No match required for the Enforcing Underage Drinking Laws Grant Award.

### **VII. Funding Period**

Projects must begin on July 1, 2007 and conclude on June 30, 2008.

By MBCC policy, recipients of funds may request continuation funding. The maximum funding of projects is 48 months depending on federal funds available. Applications must be submitted each year as directed by the RFP. Funding in one year **does not guarantee** funding in a subsequent year.

### **VIII. Limitations of Fund Use**

Review this list carefully. If you have questions, call prior to submitting your proposal.

- 1. Purchase of equipment must be integral and necessary for the project.
- 2. Construction, in general, is prohibited.
- 3. Land acquisition is prohibited.
- 4. Supplanting is prohibited.
- 5. Consultant costs must follow the applicable federal grant guidelines (Department of Justice allowable rate is \$450 per 8-hour day without additional approval), Office of Management and Budget Cost Principles A-122, A-87, or A-21, and state policy.
- 6. Calculating and reimbursement for mileage, per diem, and lodging cannot exceed state rates. For more information go to [www.state.mt.us/doa](http://www.state.mt.us/doa), click on resources, click on travel

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policy/hotel listings. You may call Glenda Grover, Accountant 406-444-2085 for instructions regarding in-state or out-of-state travel.

7. Indirect costs are not allowable.
8. Pre-agreement costs are not allowable.
9. Rental costs are limited to the fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
10. General salaries and personnel costs are allowable.
11. Funds may not be expended or obligated prior to July 1, 2007.
12. Purchase or lease of vehicles is not permitted. Mileage will be allowed at the current approved state rate. Call Glenda Grover, Accountant 406-444-2085 for allowable state rate.
13. If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. (*Note: Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.*)

### **IX. Application Requirements**

1. See section IV. Needs Assessment.
2. Submit quarterly narrative, data, and financial reports in the prescribed format according to MBCC time frames.

### **X. Special Requirements**

**All successful applicants for grant award funds from MBCC must agree to:**

1. **Required Federal Performance Measures** under Section III. Purpose of Funding, **Objectives #1, #2, and #3. All projects accepting funds from this source must agree to provide evaluation/performance measures information.**
2. Applicants or new project personnel include a budget line item (approximate cost \$200) for travel to the Montana Board of Crime Control's Grant Management workshops. This training is to target personnel who work directly in the program and fiscal area of the EUDL project. It is anticipated we will have at least one workshop.
3. Applicants include travel for a minimum of one program person and one youth to attend training to the Enforcing of Underage Drinking National Conference (approximate cost of \$1500.00 per person). Due to reduction in federal award travel is limited.

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### **XI. Uniform Crime Reporting**

The law enforcement agency must be reporting Uniform Crime Data to the Board of Crime Control. The crime data must be compliant with the Montana Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, they may submit a Memorandum of Understanding (MOU) and the Board will decide if the MOU would justify a waiver until the agency becomes compliant. Contact staff if you are unsure of your status. For more information please contact Scott Furois at (406) 444-4298, [sfurois@mt.gov](mailto:sfurois@mt.gov).

Juvenile probation offices must participate in the Juvenile Probation Information System (JPIS) which is Assessment.com Screening and Risk Assessment System.

Agencies needing crime data to complete their applications can locate that information at [www.mbcc.mt.gov](http://www.mbcc.mt.gov).

### **XII. Selection Process**

The staff of the MBCC will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program managers will summarize the grant and technical information.

The Application Review Committee of the Board will review proposals during their May 2007 meeting. Their recommendations will be provided to each applicant at least 15 days prior to the June 2007 meeting of the Board.

### **XIII. Appeals and Awards**

Immediately following the review of the applications by the Application Review Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board. In the case where the Application Review Committee recommends a grant application for denial, the applicant may, if there are substantive reasons, appeal the recommendation to the full Board. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Board meeting and a representative must appear before the Board at the next meeting.

Board actions are passed on to the successful applicants immediately following the Board meeting.

### **XIV. Application Procedures**

All subgrantees must register on-line by December 29, 2006. Go to [www.mbcc.mt.gov](http://www.mbcc.mt.gov) and select Grants, then On-line Application to register. You can access on-line instructions at



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[www.mbcc.mt.gov](http://www.mbcc.mt.gov), and select grants, then On-line Application Instructions.

**Who to Call for Assistance or regarding specific questions:**

**Electronic On-line Application:** Kristel Matchett 444-3604

**Program Requirements:** Patti Jacques 444-2056

**Fiscal Requirements:** Glenda Grover 444-2085

**Application Check List:** Please refer to this checklist regarding Electronic Application

- ☐ Section 1. Face Sheet
- ☐ Section 2. Project Budget
- ☐ Section 3. Budget Narrative
- ☐ Section 4. Project Narrative
- ☐ Section 5. Special Assurances and Conditions
- ☐ Section 6. Signature Page **must be sign and return by mail to:**

Montana Board of Crime Control  
3075 North Montana  
Post Office Box 201408  
Helena MT 59620-1408

**Deadline(s).** Applications for **RFP #07-06(U) Enforcing of Underage Drinking** must be registered on-line by December 29, 2006 and submitted on-line by **February 28, 2007.**

Interested applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered to be a significant reason to recommend denial of the application.

**Receipt Verification.** All applicants will be informed by email that their application has been received and will be assigned a grant number and contact person from MBCC.

<b>Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406) 444-3604 FAX (406) 444-4722 TTY (406) 444-7099.</b>
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